

Chronic Pain Network: People With Lived Experience of Pain (PWLP) Compensation Guidelines and Acknowledgement

Introduction

Chronic Pain Network: Officially launched in 2016, the Chronic Pain Network is a pan-Canadian collaboration of people with lived experience of pain (PWLP), researchers, healthcare professionals, educators, industry and government policy advisors to direct new research in chronic pain, train researchers and clinicians, and translate findings into knowledge and policy. The Chronic Pain Network is a Strategy for Patient-Oriented Research funded network by CIHR, with its most recent grant supporting Knowledge Management and Implementation Science. For more information, please visit [Chronic Pain Network](#).

About PWLP Compensation Guidelines: The PWLP Compensation Guidelines aim to recognize the valuable contribution of PWLP in research and knowledge mobilization activities while enacting fundamental principles of Canada's Strategy for Patient-Oriented Research (SPOR) Patient Engagement Framework.

What can PWLPs expect?

- Respect for your time, experiences, knowledge, and the recognition of your participation.
- Meetings scheduled at times and locations that accommodate most participants (a doodle poll or recurring standing meeting dates/times will be conducted before any event/activity).
- Attendance and participation in meetings through virtual options will be available, where possible.
- Co-designed meeting materials and agendas provided with enough time in advance for review and reflection.
- Accommodations for disability and health requirements as requested by participants.
- Openness and willingness to listen to and consider your feedback; ask questions and solve problems openly and collaboratively.
- Commitment to work with and learn from you.
- Training and support where/if required.
- Addressing and responding to your questions and concerns.
- Honorarium for your time, efforts, and expertise (if you wish to accept it).
- Payments or reimbursement of expenses to participate in meetings and events (e.g., travel and accommodation will be provided as per compensation norms).

Expectations from PWLPs

- Declare all actual, potential, or perceived conflicts of interest.
- Read the terms of reference and ask for support if needed.
- Respect the privacy and confidentiality of all meeting proceedings and attendees.
- Arrive for meetings prepared or ask for support.
- Participate in all activities as arranged and provide the committee with reasonable advance notice, whenever possible, if unable to attend the event/meeting.
- Participate in discussions, provide feedback, constructive input, and criticism; raise issues; ask questions; and solve problems collaboratively.
- Draw upon knowledge, networks, and experience to provide input into discussions and decisions.
- Act as a champion for future work and engagement.

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Activities and Rates of Compensation

PWLPs are involved in many activities for which compensation is provided. Other activities not appearing here can be added to the list according to a project’s needs, so long as they are agreed to in advance by PWLPs, the principal investigator or project lead, and a committee co-chair. PWLPs will be offered an hourly rate of \$25 to attend any in-person or virtual meeting (inclusive of CPN meetings) or perform any activity and a flat rate of \$200 for the full-day event (see *Table 1: Time and Compensation rate*). Reimbursement for travel and meal costs will also be offered as appropriate (see *Table 2: Eligible Expenses*). Below is the table to explain the compensation:

Table.1. Time and Compensation Rate

Time frame	Rate	Details
Hourly rate	\$25	hourly standard rate
Full day event	\$200	Flat rate
<i>Please note that original receipts will be required.</i>		

The following are common examples of activities:

- Reviewing documents: e.g., grants, consent forms
- Writing letters of support
- Participating in different phases of the research cycle
- Participating in virtual and in-person meetings or webinars (including steering committee meetings and project meetings)

Distribution and Frequency of Payments (please see figure.1)

- Payments will be made every quarter after approval from the project or committee lead.
- A request for compensation should be submitted by the PWLP online via <https://app.smartsheet.com/b/form/e25233c0f89b432d92eb79addf4b6f75>
- All payments for meeting honorarium will be processed one month after every quarter (i.e., April, July, October, January).
- Travel forms and receipts will be required to reimburse these expenses. They will be processed within one month of the event allowing an additional three weeks for processing and delivery. Travel expenses will be processed separately from meeting honorarium compensation.
- Cheques will be mailed directly to the PWLP’s home address.
- Some personal details, such as SIN, address, and phone number, may be required.

Figure.1. Process of reimbursement



- PWLPs should be advised that compensation (including money and gift cards) received as compensation or recognition of their participation in network activities are subject to relevant tax laws and must be reported on both federal and provincial tax forms. A T4A will be issued by McMaster University’s Finance Department each year for the previous year’s income.
- For information on the process: Please contact the Patient Engagement Coordinator Chronic Pain Network at divyakanwar.bhati@painbc.ca.
- For information on the status of your reimbursement or finance-related questions, please get in touch with the Managing Director of Chronic Pain Network.

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Table 2: Eligible expenses for People With Lived Experience of Pain (PWLP)

Activity	Description	Amount
Travel	Travel costs for any involvement are covered. This includes economy class airfare, train fare, bus fare or mileage. Taxi fares are covered for short distances.	Reimbursement or covered directly. Mileage is reimbursed at 61¢ per kilometre for the first 5,000 kilometres driven. 55¢ per kilometre driven after that. Parking costs will also be reimbursed.
Overnight accommodation	If taking part in a network activity requiring their attendance, the PWLP's overnight accommodation (hotel) will be covered. Overnight accommodation in a private residence	Reimbursement or covered directly. \$30/night payable to the PWLP, not the lodging host.
Meals	Reasonable out-of-pocket expenses for meals are covered for time spent away from home with original receipts. Alcohol charges are not covered. Only meal costs incurred while on Network business or during travel for Network business may be claimed. The meal allowance includes gratuities and taxes. The per diem allowance will not apply where meals are included as part of another reimbursable item (for example, conference and transportation). The per diem claim should be reduced accordingly.	Reimbursement or covered directly. A per diem meal allowance may be claimed in lieu of actual costs of \$98.45/day= 21.90/breakfast, \$22.15/lunch, \$54.40/dinner) in Canadian dollars for travel in Canada or U.S. dollars for travel outside Canada.
Personal Assistants	Some people with disabilities may have a personal assistant to support them in being actively involved as a PWLP. Approval from the Coordinating Centre is required.	Reimbursement or covered directly
Childcare	Childcare expenses while a nursing mother or single parent is travelling: <ul style="list-style-type: none"> The eligible cost for a single parent is limited to overnight childcare costs incurred while the grantee is travelling. The eligible cost for a nursing mother who is travelling with a child is limited to the customary cost of childcare and airfare if applicable. If travelling with a caregiver, travel and accommodation cost can be claimed in lieu of and up to the equivalent of childcare costs. 	Reimbursement or covered directly